

Siteworks, Inc. is a veteran owned Heavy Civil Construction company located in North Charleston, SC. Siteworks has been in business since 1992 and is growing again. We are currently looking for an experienced bookkeeper. Siteworks is a fun, but very fast paced environment and the right candidate will be able to work with deadlines and have a willingness to help the management team in all aspects of administrative duties.

Qualifications:

- 1) Associates degree or higher in accounting, business, or a related field is preferred. Related experience may be substituted for a degree
- 2) At least 3 years of experience in a bookkeeping / administrative role. Preferably in the construction industry
- 3) Proficiency with Quickbooks online. Proficiency in Quickbooks Time is a plus.
- 4) Proficiency with Microsoft Outlook, Excel, and Word
- 5) Must be detail orientated and have the ability to multi-task

Responsibilities:

- 1) Manage day to day organization and filing of pick tickets, trucking tickets, invoices, and receipts
- 2) Accurately enter accounts payable in a timely manner
- 3) Accurately enter accounts receivable in a timely manner
- 4) Manage day to day entries in Quickbooks Time for field crews
- 5) Manage payroll, including adjustments / inquiries, verification of time worked, etc.
- 6) Reconciliation of invoices
- 7) Reconciliation of credit card accounts
- 8) Prepare and provide documents and accounts to support tax filing
- 9) Other duties as assigned by ownership or management

This is an in-person position, and the bookkeeper will be expected to work 45 + hours per week. Compensation will be dependent upon experience.